



# **SUPERIOR COURT OF CALIFORNIA COUNTY OF MONTEREY**

**Invites your application for**

## **Clerical Assistant**

**(Recruitment #05-2007)**

**\$2,192 - \$2,851 monthly  
(plus generous benefits)**

**OPEN UNTIL FILLED Priority Screening Deadline: Friday, May 25, 2007 by 5:00 p.m.** Applications received after this deadline will be reviewed on an as needed basis.

### **THE SUPERIOR COURT**

The Superior Court of California, County of Monterey is a general jurisdiction trial court hearing criminal, civil, family law, probate, juvenile, child support enforcement, traffic and mental health cases. There are 18 judges, 2 commissioners, and a support staff of 216 employees.

### **THE POSITION**

Under general supervision, performs varied and responsible office support duties in accordance with court procedures and legal codes; and performs other related work as required.

### **EXAMPLES OF ESSENTIAL DUTIES AND FUNCTIONS**

The following are examples of the significant duties performed by this position; this is not an exhaustive list of the duties to be performed:

- Sort and file information
- Locate and retrieve files from a manual or computerized systems and from the file shelves
- Proofread, review and compare documents
- Retrieve and deliver mail
- Type and/or key in a variety of documents
- Requisition, store and distribute office supplies
- Maintain records and prepare summary data
- Operate standard office machines

### **MINIMUM QUALIFICATIONS**

Any combination of experience, education, and/or training which substantially provides the following knowledge, skills and abilities:

#### **Working Knowledge of:**

- Clerical and accepted office practices, procedures and policies;
- Basic arithmetic;
- Principles and practices of alphabetical, numerical and chronological filing;
- Personal computer word processing applications.

#### **Skill and Ability to:**

- Perform moderately complex clerical work with speed and accuracy;
- Use a personal or on-line computer;
- Make basic, accurate mathematical computations;
- Review legal documents and determine acceptability for filing;
- Follow oral and written instructions;
- Operate office equipment and walkie-talkies

- Organize and prioritize work;
- Proofread documents;
- Provide excellent customer service;
- Establish and maintain effective working relationships.
- Type a minimum net typing speed of 30 words per minute (Typing Certificate must be submitted with application materials.)

#### **DESIRABLE QUALIFICATIONS**

- Some knowledge of automated record keeping systems is highly desirable.

#### **SPECIAL QUALIFICATIONS**

- Incumbents must be able to provide suitable transportation to alternate worksites.

#### **Education, Experience and Certifications:**

Any combination of training and work experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Education: High school diploma or equivalent

Experience: One year of experience in an office environment performing a variety of office duties.

Certifications: A certificate of completion from a clerical course of study from a high school, business college or community college is highly desirable.

#### **BACKGROUND INVESTIGATION**

Convictions, depending upon the type, number and date, may be disqualifying. Court employees shall be subject to a modified background investigation and fingerprinting. False statements or omission of facts regarding background or employment history may result in disqualification or dismissal.

#### **CONDITIONS OF EMPLOYMENT**

Possession of a valid current California class C driver license, or must be able to provide suitable transportation that is approved by the hiring authority.

#### **WORKING CONDITIONS**

- May handle and review unpleasant or distasteful evidence;
- Incumbents in this position may be exposed to some inclement weather for short periods of time;
- Will occasionally work in enclosed spaces.

#### **FILING REQUIREMENTS AND SELECTION PROCEDURES**

All applicants must file the following documents with the Superior Court of California, County of Monterey, 240 Church St., Suite 305, Salinas, CA 93901, to be eligible for consideration: 1) Court Application 2) Response to Supplemental Questions 3) Typing Certificate. These documents must be received by Friday, May 25, 2007 by 5 p.m., to meet the priority screening deadline. Application materials may be obtained from any of the Court's locations, by telephoning (831) 775-5400, ext. 3007, or email [courtjobs@monterey.courts.ca.gov](mailto:courtjobs@monterey.courts.ca.gov), or by visiting the Court's web site at [www.monterey.courts.ca.gov](http://www.monterey.courts.ca.gov).

#### **TENTATIVE SCHEDULE**

- Friday, May 25, 2007 – Application materials due to meet priority screening deadline
- Week of May 28, 2007 – Qualifications review
- Week of June 4, 2007 – Written examination
- Week of June 18, 2007 – Final interviews

The selection process is tentative and applicants will be notified if changes are made.

- The competitive process includes submitting a cover letter, resume and responses to Supplemental Questions. Applicants who fail to submit all of the required materials will not be considered for this position.
- Resumes alone will not be accepted **in lieu of** all required application materials.
- Application materials will be competitively evaluated, with those applicants who are determined to be the most appropriately qualified invited to participate further in the process. To further assess applicant's

possession of required qualifications, this examination may include an oral examination, pre-exam exercise, performance examination and/or written examination.

- Applicants who pass the testing/evaluation process will be placed on an eligible list and may be contacted to schedule a final interview. The established eligible list may be used to fill future vacancies.

### **PHYSICAL AND SENSORY REQUIREMENTS**

The physical and sensory abilities required to perform the duties of this classification include:

Ability to: communicate and function in a typical office environment; lift and carry items weighing up to 20 pounds; stoop, reach, squat, bend and climb ladders; push a cart weighing up to 75 pounds to and from the basement to the third floor by elevator, and to and from one block from main office area; walk for extended periods of time; walk up and down stairs; perform repetitive procedures involving the arm and shoulder; personal mobility to work in various office locations; finger and manual dexterity to operate a computer keyboard; process sufficient arm and shoulder strength to turn a rotating wheel used to open file storage areas.

### **SUMMARY OF BENEFITS (J Unit)**

**Retirement:** Public Employees' Retirement System (P.E.R.S.) 2% @ 55 (100% paid by the Court)

**Holidays:** 13 days per year

**Vacation:** Accrues at the rate of 3.7 hours per pay period. The accrual rate increases after 3, 10, 15, 20 and 25 years of service.

**Sick Leave:** Provides salary continuation for absence due to illness and is earned at 3.08 hours per pay period.

**Educational Leave:** One eight (8) hour day per calendar year.

**Medical, Dental & Vision Care:** Flexible Spending Account: available benefits – medical/dental/vision, prescription drugs and dependent coverage.

**Life Insurance:** \$25,000 life insurance policy.

**Educational Assistance:** Up to \$750.00 per year.

**Deferred Compensation:** A deferred compensation program is available.

The above information is a general summary of benefits for this position. This information is not legally binding, nor does it serve as a contract. The benefits listed in the Court Personnel Policies and Practices or MOU prevail over this listing.

### **SPECIAL NOTES**

- If you are hired into this classification in a permanent position, as a condition of your employment, you will have 30 days to join the union and authorize a union dues deduction or salary deduction of appropriate fees.
- If you believe you possess any disability that would require test accommodation, please call (831) 775-5400 ext. 3007.
- The Immigration and Reform Act of 1986 requires that person hired must present documents verifying identity and authorization for employment in the United States.

**SUPERIOR COURT OF CALIFORNIA, COUNTY OF MONTEREY**

**CLERICAL ASSISTANT**

**REQUIRED SUPPLEMENTAL QUESTIONS**

Responses to these supplemental questions must be completed and submitted together with the required Court application form. Applicants who do not complete the Supplemental Questions will be eliminated from the examination process. A resume is not an acceptable substitute. Clarity, conciseness and completeness of answers are factors considered in the selection process.

Your responses to the Supplemental Questions will be used to evaluate your writing skills as well as your experience and qualifications. Limit your responses to no more than one page for each of the areas listed. Please place your name and the position for which you are applying on each page. Your response to the supplemental questions must be made on a separate sheet of paper.

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1. Describe your clerical office experience that would qualify you for this position.
2. Describe your experience with manual and electronic filing systems.
3. Describe your computer experience, including the type of software used.

**DO NOT USE THE SPACE BELOW TO RESPOND TO THE SUPPLEMENTAL QUESTIONS.  
PLEASE USE A SEPARATE PAGE FOR YOUR RESPONSES.**